

## Safety

### CAP SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 1 March 1991, is supplemented as follows:

**Section C.** Added. West Virginia Wing Safety Program.

1. General: The objective of the West Virginia Wing Safety Program is to reduce accidents, incidents, and injuries to the lowest level possible. This objective can be accomplished through training, emphasis, identification, supervision, and enforcement.

2. Responsibilities: In order to establish a viable safety program at the unit level, personnel are tasks with certain responsibilities:

- a. Commanders shall establish a safety and accident prevention program within their units. This program must insure before the fact identification of potential accidents and continuing Command emphasis on elimination of identified hazards.
- b. Safety Officers will be appointed and conduct the safety and accident prevention program for the Commander, creating a safety awareness among all personnel through training (monthly safety meeting as a minimum), identification of accident potential (annual safety survey as a minimum), and continuing supervision to eliminate any potential accidents. Unit Safety Officers shall attend the annual Wing Safety Seminar.
- c. All unit members will support the unit safety program to the fullest extent possible. This will be accomplished by ensuring that safety is

stressed in all unit activities. Qualified personnel will be utilized to operate aircraft, vehicles, or other equipment and any or all safety hazards will be reported and corrected in a timely manner.

3. Safety Meetings: As required by CAPR 62-1, para 2b (1), all units will conduct at least one safety meeting/briefing monthly. Units are encouraged to contact outside organizations such as police, fire, utility companies, EMS/Rescue, etc., for assistance. Meetings should contain timely subject matter, with emphasis on stimulating interest and enthusiasm toward the "attitude" of safety. To aid this, flying units may contact the FAA Liaison Inspector at Wing HQ to establish an on-going FAA Accident Prevention Program in addition to the Flight Clinics conducted by Wing.

4. FAA Pilot Proficiency Program: Since the FAA "Wing" program is an integral part of pilot currency in West Virginia, participation and completion of this program are monitored by the Standardization/Evaluation Officer. While a pilot may meet the minimum requirement for currency, active participation in as many FAA Accident Prevention Seminars and Programs as possible is encouraged. Further information on Pilot Proficiency Program can be found in CAPR 60-1 and the West Virginia Supplement thereto.

5. Unit Reporting Requirements: To provide guidance and assistance, and to ensure that an active safety program is established in all units, the following reports shall be submitted to the Wing Director of Safety by the dates shown:

CAPF 2a Safety Officer Appointment due annually no later than 15 January (or within 30 days of change of information)

CAPR 62-1, Attachment 4, Annual Safety Survey no later than 15 January.

WV Form 62-1 Monthly Safety Report (due by the 15th of the following month)

WV Form 62-2 Safety Officer Information Form due annually no later than 15 January (or within 30 days of change of information)

WV Form 62-3 Semi-Annual Safety Survey due 15th July annually.

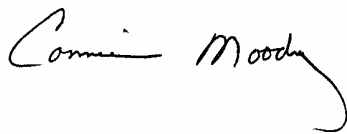
- a. A Safety Officer of the Year Award will be presented to the Safety Officer who demonstrates outstanding leadership, enthusiasm, and activity in the safety program. Nominations will be accepted and considered as directed by the Wing Commander or his designee.

- b. Award requests for the Safety Award, as described in paragraph 9 of CAPR 62-1, will be sent to the Wing Director of Safety for review and approval. Use of attachment 5 of CAPR 62-1 is encouraged.

Units that are more than two weeks late will receive a reminder from the Wing Safety Officer. If two weeks from the time of the reminder and there has not been a response from the unit, the Wing Safety Officer will report to the Wing Commander concerning the units delinquent Safety Reports. The Wing Commander will take what ever steps he thinks are necessary to insure the compliance with the Safety regulations.

A copy of all the reports listed in Section 5 of WVS 62-1 will be kept in the units Safety File per CAPR 10-2 Table 9. All written correspondence sent or received as the Safety Officer will have a copy placed in the Safety File Correspondence Section per CAPR 10-2 Table 1 Rule 3.

7. A successful safety program depends on the interest and participation of all members. The success or failure of this program is also dependent on communications. Encourage the free exchange of ideas, thoughts, and observations from all members. As much as is possible, maintain contact with outside safety-related organizations as well as other unit safety officers. As always, this headquarters stands ready to assist you.



CONNIE MOODY, Lt Col, CAP  
Administrative Officer

RODNEY F. MOODY, Colonel, CAP  
Commander